

Northern Kentucky Middle School Athletic Association  
By-Laws and Handbook



Northern Kentucky Middle School Athletic Association

# By-Laws and Handbook

Adopted October 2009

Revised 2010

Revised 2011

Revised 2012

Revised 2015

Revised 2016

Revised 2017

Revised 2018

Revised 2019

Revised 2020

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**BY-LAW #1 – REPRESENTATION**

- I. Members of the Northern Kentucky Middle School Athletic Association agree to abide by all policies established by the Board Members of the Northern Kentucky Middle School Athletic Association (NKMSAA).
  - A. Members consist of and are limited to representatives from conference schools. Each school will be allowed a maximum of one voting member per meeting.
  - B. Voting members consist of:
    1. School Athletic Directors
    2. School Administrators
    3. Additional Delegates or Substitutes
  - C. The members of the board of the NKMSAA will meet annually each Spring.
    1. At this time, members of the NKMSAA Board will review, revise and/or edit the NKMSAA By-Laws pertaining to the operation and execution of the objectives of the NKMSAA for the upcoming school year and interscholastic season.
    2. At this time, new policies will be introduced, discussed, ratified or denied as additions or deletions to the NKMSAA By-Laws.
    3. At this time schedules for the upcoming athletic season will be introduced, discussed and modified prior to approval by the NKMSAA Board of Directors.
  - D. Any Board member or authorized conference school representative may request a supplemental or emergency meeting to discuss emergency situations, policies, schedules and/or other items that member schools deem relevant and worthy of such a meeting.
  - E. For a Board of Directors meeting to be convened, four (4) Board members must be present.
  - F. For any revision, editing, addition or deletion of any NKMSAA By-Law, a majority of the Board must agree.
  - G. An Association member must be affiliated with a school, either through the school itself or a Diocese of Covington (revised 2011).
  
- II. Members of the NKMSAA must present the NKMSAA By-Laws to its school site-based council or school administration and must be annually approved in their entirety prior to admission to and or continued participation in the NKMSAA.
  - A. Approval must be an ongoing process to ensure that the individual school site-based council or school administration ratifies all components of the NKMSAA By-Laws each year.
  - B. NKMSAA policies should be accessible to the public by all member schools.
  - C. NKMSAA policies should be accessible to the parents and students of the member schools.
  - D. NKMSAA By-Laws must be signed and approved by each member school's SBDM or Principal by October 1<sup>st</sup> of each school year.

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**BY-LAW #2 – MEMBER SCHOOL RESPONSIBILITIES**

- I. It is the responsibility of each conference school to ensure compliance of all policies established by the Board of Directors of the Northern Kentucky Middle School Athletic Association.
  - A. Responsibility of compliance would be established and enforced by:
    1. Member school Athletic Directors
    2. Member school Administrators
    3. Member school Site-Based Decision Making Council
  - B. Responsibility for implementation of policies of the NKMSAA would be enforced by:
    1. Member school Athletic Directors
    2. Member school Administrators
    3. Member school Coaches
    4. Member school Athletic Department
    5. Member school Site-Based Decision Making Council
  
- II. Responsibilities of conference schools include:
  - A. Compliance of NKMSAA By-Laws
  - B. Insurance that member teams are composed of students enrolled in that member school or feeder school.
  - C. Insurance that member teams are composed of academically eligible students.
    1. If a student academically fails a grade-level in the middle school, they will be ruled ineligible to participate in the following athletic season.
    2. Students must be providing academic success during the course of the NKMSAA athletic season.
    3. Student is allowed a maximum of three (3) years of eligibility in the middle school program.
      - a. This includes students transferring from non-NKMSAA schools.
      - b. This includes students who were home schooled one or more years during the middle school years.
      - c. Beginning in the 2015-2016 school year, require that students who turns:
        - Fifteen (15) years of age prior to August 1 of the current school year shall not be eligible for interscholastic athletics in Kentucky in competition against students exclusively enrolled in grades eight (8) and below;
        - Fourteen (14) years of age prior to August 1 of the current school year shall not be eligible for interscholastic athletics in Kentucky in competition against students exclusively enrolled in grades seven (7) and below; and
        - Thirteen (13) years of age prior to August 1 of the current school year shall not be eligible for interscholastic athletics in Kentucky in competition against students exclusively enrolled in grades six (6) and below;
  - D. Agreement by school that acknowledges the first priority of a member school is the schedule of activities as set by the NKMSAA Board of Directors.
    1. Outside athletic obligations would be met in a manner that coincides with and does not conflict with the schedule as agreed upon by the NKMSAA Board of Directors.
    2. Consideration for academic related events that conflict with the NKMSAA schedule will, whenever possible be accommodated by the hosts and/ visiting school
      - a. School scheduled field trips
      - b. Band and/or Chorus concerts
      - c. Governor's Cup competitions

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- d. Other events scheduled at or by the school that directly is involved with the academic programs and conflicts with the schedule, should also be addressed.
- E. Host team is responsible for providing a clean environment for the visiting team.
- F. Host team is responsible for providing a safe environment for the home and visiting team and their fans.
- G. Host team will provide adequate and appropriate equipment (suitable for game play) and space for warm-up and game situations for home and visiting teams.
- H. Host will provide a clean and appropriate area (bench) for visiting team to utilize during athletic competition.
- I. Host team will provide adequate warm-up times to teams that are traveling and may have been delayed by weather, emergency and traffic and other circumstances that may have legitimately delayed a team past its normal arrival time.
- J. Host team (when available) will provide a clean and private locker room for visiting team to use during course of athletic competition. If the host team has access to a locker room, the visiting team must have access to a locker room.
- K. Host team will provide a Certified Athletic Trainer for each football game hosted at its facility. (adopted 2008)
- L. Visiting school will respect site of host school.
  - 1. Athletic Field
  - 2. Bench area
  - 3. Locker area
  - 4. Restrooms
  - 5. Lobby or common area and all interior aspects of the school building and its displays.
  - 6. Outside area, including the parking lot and all external school grounds.
- M. Gates for events should not be expected to be open more than 30 minutes prior to the first game of the day.
- N. School Administrator MUST attend championship games in all sports (adopted 2016)
- O. Licensed Officials
  - a. Beginning with the 2017-2018 school year, teams participating in middle school athletic as defined by subsection (1) of 702 KAR 7:065 shall use KHSAA licensed officials in sports of baseball, basketball, field hockey, football, soccer, softball and volleyball (adopted 2017)

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**BY-LAW #3 – RULES FOR INDIVIDUAL SPORTS**

I. Football

- A. Team composition shall be consisting of only eligible middle school athletes.
  - 1. A player has three years of eligibility to compete in NKMSA football during the middle school years. A player turning the age of fifteen (15) before August 1<sup>st</sup> of their 8<sup>th</sup> grade year, will be deemed ineligible to participate. (adopted 2008)
  - 2. If a student academically fails a grade-level in middle school, they will be ruled ineligible to participate in the following football season.
- B. Rules regarding league play will be consistent with those established by the Kentucky High School Athletic Association (KHSAA) with the following clarifications and modifications.
  - 1. Game shall consist of four (4) eight (8) minute quarters
  - 2. Running clock will be used at the discretion of the team losing when the point deficit reaches twenty-one (21) points after halftime. Running clock will automatically take effect once the point deficit reaches thirty-six (36) points. (adopted 2020).
  - 3. Halftime shall be not less than eight (8) minutes.
  - 4. Overtime will follow KHSAA procedures with the ball being placed at the ten (10) yard line and each team given four (4) downs to score.
  - 5. No player over one hundred and sixty-five (165) pounds shall line up in a offensive positions of quarterback, running back, tight end, or receiver. On special teams, no player above 165 pounds will be allowed behind the 1<sup>st</sup> line of deep returners on punts. Punters/kickers may be over the weight limit, but may not advance the ball beyond the line of scrimmage on broken plays (amended 2009). Weigh-ins will take place before the 1<sup>st</sup> game and that weigh-in will be official for the remainder of the season. (amended 2018).
  - 6. Offensive formation shall not consist of an empty backfield besides the quarterback, or an unbalanced offensive line.
  - 7. Defenses to run by a team must be declared prior to the season and remain unchanged for the course of the season with no defense having more than six (6) down linemen on the line of scrimmage. An exception to this is on situations of 4<sup>th</sup> down and short yardage (2 or less) or goal line when a team may go to a goal line front of no more than six (6) down linemen on the line of scrimmage. Defensive lineman must be within 1 yard of the line of scrimmage.
  - 8. No blitzing, twisting, or stacking on defense. Linebackers/Defensive Backs must be a minimum of 3 yards off of the line of scrimmage (NOT moving forward), inside the tackle box when the ball is snapped. Defensive lineman must be within 1 yard of the line of scrimmage. Defensive players outside the tackle box may be within 1 yard of the line of scrimmage. (revised 2017)
  - 9. Points After Attempts (PAT) will count as two (2) points if kicked and one (1) point if scored on an offensive play.
  - 10. All teams must provide a roster to the Director of Football one (1) week prior to the 1<sup>st</sup> game and must be signed by the member school athletic director, school principal, or head varsity coach. Roster must include: player's name, jersey number, grade, weight, and date of birth. NO additions are allowed after the 3<sup>rd</sup> game. (amended 2012)
  - 11. Games are to played using regulation 8-minute quarters. Time between quarters is to be one (1) minute. Halftime for all games is not to be less than eight (8) minutes. Halftime may be extended due to halftime performances of Dance Teams, Cheerleading Squads, and 8<sup>th</sup> Grade Recognition Nights, etc. It should be a practice of our league to provide visiting teams notice at least one hour prior to these events as a courtesy. At this time, the explanation of how the halftime will be set up and when team warm-ups will take place.
  - 12. Any player that participates for any reason at the high school level in football is automatically ineligible for NKMSA regular season games, as well as NKMSA playoff games.

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13. Team players should not take the field until the coach from that school is present and in the stadium to supervise their team. The players can undertake stretching and similar warm-up activities. Once a coach and players are present, it is appropriate for the teams to take the field.
14. Players that play for any other football teams are ineligible to participate in the NKMSAA.
15. Players must play for only the school they attend. Players playing for one of the parochial middle school teams, they must attend on the Diocese of Covington Schools to be eligible to play for a parochial middle school team. Players attending a public school may NOT play for a parochial middle school team. (adopted 2009).
16. Junior Varsity games or B Game scheduling will be at the discretion of the participating coaches.
17. Consequences will be imposed for coaches who intentionally run illegal defenses. Referees will not penalize teams for illegal defenses. Punishment must come from the Association. This can be documented by the Director of Football or videotaped evidence presented to the Director of Football. (adopted 2010)

1 <sup>st</sup> offense-	Warning
2 <sup>nd</sup> offense-	1 game suspension of head coach
18. Videotaping of opponent's games will be prohibited. Coaches can trade film of their own games with other coaches, but cannot film games they are not participating. (adopted 2012)
19. If a player or coach is ejected from a contest, that player or coach will serve a one (1) game suspension of similar competition. (ex. 8<sup>th</sup> grade game ejected results in 8<sup>th</sup> grade game suspension). If a player or coach is suspended a second time, that player or coach will serve a two (2) game suspension of similar competition. A player or coach that is ejected a third time will be permanently suspended for the remainder of the season. (adopted 2020).
- C. The first official day of practice shall be no earlier than the first day after the high school dead period ends. (adopted 2018)
- D. Football drill work and practice activities will be conducted as follows: (adopted 2018)
  - a. A drill conducted in helmets-only shall be a Level 0, air, or Level, bags;
  - b. A drill conducted in shells (shorts, shoulder pads, and helmets) shall be a non-contact drill; and
  - c. A contact drill shall be conducted in full equipment;
- E. Middle School Football shall practice a minimum of eleven (11) days before engaging another group or opponent in full contact, using the following minimum schedule: (adopted 2018)
  - a. Five (5) days in helmets;
  - b. Followed by three (3) days in helmets and shoulder pads; and
  - c. Concluding with three (3) days in full equipment practice;
- F. Contact drills shall not be conducted more than twenty-one (21) days before the first regular season contest. (adopted 2018)
- G. Spring Practices are permitted, but must follow KHSAA guidelines as pertaining to number of practices and time frame. (adopted 2013).
- H. Quarter Limitations (adopted 2018)
  - a. Each player is limited to eight quarters per week in contests, from Friday through the following Thursday.
  - b. Participation in one play during a quarter counts as that student having now participated.
  - c. If contests have quarters that are six minutes or less, each quarter played counts as one-half of a quarter toward the eight-quarter limit
  - d. Any contest with periods longer than six minutes counts as a full quarter for each quarter played.
  - e. By rule, overtime is an extension of the 4<sup>th</sup> quarter and does not count as an additional period(s).

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II. Basketball

- A. Rules regarding league play will be consistent with those established by the Kentucky High School Athletic Association (KHSAA) with the following clarifications and modifications.
1. Games shall consist of four (4) six (6) minute quarters.
  2. Halftime shall be not less than eight (8) minutes
  3. Overtime will consist of an additional three minute quarter. This will continue until a winner is declared.
  4. All teams must provide a roster to the Director of Basketball one (1) week prior to the 1<sup>st</sup> game and must be signed by the member school athletic director, school principal, or head varsity coach. Roster must include: player's name, height, and jersey number. Any changes must be immediately disseminated. Any additions are not allowed after December 31<sup>st</sup>.
  5. Games are to be played using regulation 6-minute quarters. Time between quarters is to be one (1) minute. Halftime for all games is not to be less than eight (8) minutes. Halftime may be extended due to halftime performances of Dance Teams, Cheerleading Squads, 8<sup>th</sup> Grade Recognition Nights, etc. It should be a practice of our league to provide visiting teams notice at least one hour prior to these events as a courtesy. At this time, the explanation of how the halftime will be set up and when team warm-ups will take place.
  6. If multiple games are played on a day, time between games will be no less than eight (8) minutes between contests. (adopted 2010)
  7. Any player that participates for any reason at the high school junior varsity or varsity level in basketball is automatically ineligible for the NKMSAA regular season league games, as well as NKMSAA post-season tournament. Middle school students that play freshmen basketball must complete and adhere to the NKMSAA waiver to continue middle school eligibility. Waivers must be submitted and approved by Director of Basketball. (revised 2015)
  8. Team players should not take the court until the coach from that school is present and in the arena to supervise their team.
  9. A team leading by twenty (20) points will not be allowed to press and must fall back on defense to the mid-court line. Coaches will be warned if they press over twenty points. A second warning of pressing over twenty points will result in a technical foul for the coach. A third time will result in a second technical and ejection from the game of the coach. (adopted 2010)
  10. Games in which the lead exceeds 25 points in the second half, a running clock will be offered to the coach of the team that is behind by 25 or more points. (adopted 2015)
  11. Student-athletes are eligible to play up grade levels in basketball, but not down. Middle school basketball players may not play more than 2 grade levels in one evening. If a school has an SBDM policy prohibiting playing multiple grade levels, the SBDM will supersede this association policy. (adopted 2015)
  12. Tie-Breakers for end of season tournament seeding will be as follows: Large Schools- Division, Head-to-Head, Overall, Coin Flip    Small Schools- Overall, Head-to-Head, Coin Flip
  13. If a player or coach is ejected from a contest, that player or coach will serve a one (1) game suspension of similar competition. (ex. 8<sup>th</sup> grade game ejected results in 8<sup>th</sup> grade game suspension). If a player or coach is suspended a second time, that player or coach will serve a two (2) game suspension of similar competition. A player or coach that is ejected a third time will be permanently suspended for the remainder of the season. (adopted 2020).
- B. All other rules such as traveling, double dribble, time-outs, lane violations, etc. will follow KHSAA Guidelines. Please go to the [www.khsaa.org](http://www.khsaa.org) for the latest rules regulations.

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III. Volleyball

A. Guidelines for Volleyball

1. Each home team will be responsible for scheduling their officials. The official does not have to be state certified during the regular season; however the tournament matches will have to have state certified officials working the matches. The tournament will have one official working the first two nights, with two officials working the championship night. The commissioner will schedule the officials for the tournament finals.
2. The visiting team has an opportunity to provide a line judge for each match. If they elect not to have one, then the home team would provide both. Adults or experienced high school player would be preferred but it is not mandatory. For tournament play, it would be best that the host site provide line judges for all matches if possible.
3. Scoring guidelines will include the following: PLEASE SEE THE CHANGE IN SCORING

	6 <sup>th</sup> Grade/JV	Varsity
1 <sup>st</sup> game	21 cap 23	25 cap 27
2 <sup>nd</sup> Game	21 cap 23	25 cap 27
3 <sup>rd</sup> game	Game to 15 Win by two  CAP OF 17	25 no cap win by 2

\*\* Scoring limit set on each server for 6<sup>th</sup> grade games only is 6 serves. If this occurs, the team serving will rotate and move onto their next server. PLEASE MAKE SURE YOU HAVE A SET OF FLAGS FOR YOUR LINE JUDGES TO USE EACH MATCH.

4. It was decided that all small school matches will begin at 6pm and played primarily on Monday and Thursday evenings for the small conference. The large schools will start all of its matches at 5pm and the following matches will start 15 minutes after the conclusion of the match preceding it. The first five weeks of the season the large schools will play three matches beginning with a 6<sup>th</sup> grade match, followed by JV and varsity matches. The 6<sup>th</sup> grade season will conclude with a tournament on September 19th. Following the conclusion of the 6<sup>th</sup> grade season, the JV matches will begin at 5pm and the varsity matches 15 minutes after the conclusion of the JV match.
5. A player can play at any level, with the exception that a 7<sup>th</sup> or 8<sup>th</sup> grader can't play at the 6<sup>th</sup> grade level, as long as they only complete in one match per night.
6. Warm up will begin with the clock at 16 minutes with 5 minutes shared, 5 minutes serving team, 5 minutes receiving team, and 1 minute to clean up and get to benches. Teams need to practice serving during their five minute court time as there will be no other time offered.
7. All 6<sup>th</sup>-grade matches will be played with Volley-Lite balls. Visiting teams should bring their own balls to 6<sup>th</sup> grade matches for the 2019 volleyball season. (adopted 2019)
8. A player can play in one postseason tournament per year. Players cannot play in the sixth-grade tournament and then be eligible for the JV or varsity tournament. For a player to qualify for the 6<sup>th</sup>-grade tournament, they should have played in at least 13 of the 15 matches during the regular season. (adopted 2019)
9. Each school MUST play two matches a night. Example: If a school only has seven players, they would be required to play two matches a night with the same seven players. Both teams will be eligible for the postseason tournament. A school will not have the option of what team they will enter the tournament as both teams will qualify for postseason play. (adopted 2019).



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10. If a player or coach is ejected from a contest, that player or coach will serve a one (1) game suspension of similar competition. (ex. varsity game ejection results in varsity game suspension). If a player or coach is suspended a second time, that player or coach will serve a two (2) game suspension of similar competition. A player or coach that is ejected a third time will be permanently suspended for the remainder of the season. (adopted 2020).

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**BY-LAW #4 – UNIFORMS**

- I. Teams will be adorned in appropriate uniforms for the specific athletic competition.
  - A. Insurance that all uniforms are consistent.
    - 1. All uniforms of one team are of similar style, design, color and appearance.
    - 2. Home team wears uniform consisting primarily of dark color for football and primarily of white or light color for basketball.
    - 3. Visiting team wears uniform consisting primarily of white or light color for football and primarily of dark color for basketball.
    - 4. Uniform jersey must be tucked in during competition. (KHSAA)
    - 5. Pants are to worn above the hips. (KHSAA)
  - B. Additions and uniform adornments. (KHSAA)
    - 1. Undershirts, if visible, shall be similar in color to predominant color of jersey. Undershirt shall be hemmed with no frayed or ragged edges. Sleeves must be of same length (per player not per team).
    - 2. It is established that all additional uniform and uniform components be free of markings other than one (1) visible manufactures logo or a school logo/mascot.

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**BY-LAW #5 – SCHEDULE**

- I. Schedules will be created by the directors of each sport after consultation with each member school and the Commissioner of the NKMSAA.
- II. The dates need to be agreed upon and the schedules ratified by the Board prior to presentation to the school Site Based Councils or School Administration.

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**BY-LAW #6 – ADMISSION PRICES**

- I. Admission prices for regular season games (revised 2016). Prices are set as a maximum but host sites are able to charge a lesser amount, but not more than the maximum.
  1. Parents - \$4.00
  2. Students and seniors - \$2.00
  3. School pass from Bellevue, Boone, Bracken, Campbell, Covington, Dayton, Erlanger, Fort Thomas, Grant, Kenton, Ludlow, Newport, Pendleton, or Walton school districts are honored only at their home district's sites.
    - a. Pass is good for employee and one (1) guest
- II. Admission prices for playoff and tournament games. This admission will be consistent across all tournament sites.
  1. Parents - \$4.00
  2. Students - \$2.00
  3. School pass from Bellevue, Boone, Bracken, Campbell, Covington, Dayton, Erlanger, Fort Thomas, Grant, Kenton, Ludlow, Newport, Pendleton, or Walton school districts are honored only at their home district's sites.
    - a. Pass is good for employee and one (1) guest
    - b. No additional passes; including state passes will be honored during playoff games
3. Admission prices will be reviewed each year at the Board of Directors Meeting. Admission prices are set by the Board of Education of the individual members. The policy of the NKMSAA is to establish the price based on the highest set price by a member Board of Education. If one member Board of Education sets a higher price and the others do not, the Commissioner of the NKMSAA will notify those Boards of Education and present documentation explaining why the price will vary from the established price set by that particular Board of Education. The prices for all activities within the NKMSAAA will be set and uniform throughout the season.

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**BY-LAW # 7 – SUPPLEMENTAL OR EMERGENCY MEETINGS**

- I. As a member of the Northern Kentucky Middle School Athletic Association (NKMSAA) members are able to call for a supplemental or emergency board meeting. The purpose of an emergency meeting is to discuss any exiting By-Law. Discuss an interpretation of a By-Law, or discuss a situation that is out of compliance in attempt to reach a workable plan for part or all of that season.
  - A. An emergency meeting can be conducted by use of e-mail, fax, telephone conversation or as a convened group meeting of the NKMSAA Board of Directors. When a decision regarding a sanction is involved, it is suggested, but not required that a meeting be held and the administrators of the member school are invited to attend.
  - B. It will now be accepted operating policy that when correspondences are sent to the Athletic Directors, copies of the information will be forwarded to all building principals. This is an attempt to keep all parties up-to-date on all activities and concerns that are on-going within the association. This disclosure of information will not only apply to emergency meeting, but will apply to all correspondences involving the member schools of the NKMSAA.
  - C. Criteria for calling a supplemental or emergency meeting:
    - 1. Illness of substantial members of a specific team.
    - 2. Academic ineligibility of substantial members of a specific team.
    - 3. School related academic event (field trip, band or chorus concert etc.) that may conflict with the regular scheduled games of the NKMSAA.
  - D. Outside events including: non-conference games, personal activities outside the school environment, etc. are not reasons for calling an emergency session, nor are they reason to modify a NKMSAA By-Law or sports schedule as set and approved by the NKMSAA.

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**BY-LAW #8 – FEES**

- I. Fee for the association are set up to cover expenses of trophies for the winners and runner-up of championship games conducted by the NKMSAA, assigning officials for football, and duties of commissioner and directors.
- II. The combined total creates a league fee of \$400 for NKMSAA membership in football, with \$100 for additional 7<sup>th</sup> grade football team; \$400 for NKMSAA membership in basketball, regardless of number of participating divisions per school; and \$200 for NKMSAA membership in volleyball. (adopted 2019, beginning 2020 school year).

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**BY-LAW #9 – SANCTIONS**

- I. As a member of the Northern Kentucky Middle School Athletic Association, we agree to follow the rules and regulations as set forth in the By-Laws of the Northern Kentucky Middle School Athletic Association. We understand that, as a member of an association, we have the right to insure that the policies of the NKMSAA are being followed with the intent outlined. Member schools may request an interpretation or explanation as to why a policy within a By-Law is not being followed. At that time the Board Members of the NKMSAA may outline steps that need to be taken by a member school to avoid that situation or to remove the obstacle for a designated period of time. As a member of the NKMSAA, all institutions agree to follow and abide by all decisions made by the Board Members and Commissioner of the NKMSAA.
  - A. Prior to the start of athletic competition in a particular interscholastic event, a member school may request permission to modify a rule or regulation of the NKMSAA By-Laws. Such a request would only be the result of an emergency situation involving the need to alter a By-Law for the purposes of allowing a member school to meet the schedule obligation.
  - B. The sanctions of the NKMSAA are not identified or limited. Sanctions would be based on the individual case. However, as a case is handled and recorded, subsequent cases regarding similar violations would be handled in a consistent manner.
  - C. Again, the purpose of the NKMSAA is not to punish a school or its student-athletes. It is an alliance of schools that have joined together to participate in interscholastic athletic competition. The purpose of the By-Laws of the Northern Kentucky Middle School Athletic Association is to insure that all members of the association are attempting to provide a fair and consistent level of interscholastic competition.
  - D. The decisions and sanctions imposed by the Commissioner are FINAL and are not subject to appeal.

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**BY-LAW #10 – ELECTION OF BOARD MEMBERS AND APPOINTMENT OF COMMISSIONER AND DIRECTORS**

- I. The NKMSAA Board of Directors
  - A. The Board of the NKMSAA will consist of 5 voting members
  - B. The term of Board Members shall expire after 2 school years.
  - C. Election of Board Members will take place at the Spring meeting of all association members
  - D. Candidates for Board Members obtaining the 5 highest vote totals will be elected to the Board of NKMSAA
  - E. New Board members will begin their term on July 1, unless replacing a vacancy
  - F. In case of a resignation, death, removal of a board member, a special election will be held at the earliest convenience, with the highest vote receiving candidate being elected to the vacancy.
  - G. There will be no term limit on Board Members
- II. Duties of the NKMSAA Board of Directors
  - A. Duties of the Board are to select the Commissioner of the NKMSAA
  - B. Approve changes to By-Laws of the NKMSAA
  - C. Approval of Expenditures and Fees for the NKMSAA
  - E. Removal of Commissioner and Directors, if deemed necessary
- III. Selection of the Commissioner of the NKMSAA
  - A. The Commissioner of the NKMSAA will be selected 1<sup>st</sup> meeting of the school year of the NKMSAA Board. Meeting shall take place no later than July 30<sup>th</sup>.
  - B. The term for the Commissioner of the NKMSAA will expire after 2 school years.
  - C. There will be no term limit for the Commissioner of the NKMSAA.
- IV. Duties of the Commissioner of the NKMSAA
  - A. Report to the Board yearly budget
  - B. Report Fiscal Report to Board
  - C. Conduct Emergency Meetings and Discipline Actions, if necessary
  - D. Consult on schedules of each sport
  - E. Act as the capacity of Chief Financial Officer/Treasurer for the association
- V. Selection of Directors and Assistant Directors of Individual Sports
  - A. The Directors of each individual sport will be selected by the Commissioner of the NKMSAA
  - B. Approval of the selection must be approved by majority of the NKMSAA Board
- VI. Duties of the Directors and Assistant Directors of Individual Sports
  - A. Conduct conference member meetings
  - B. Create schedule for individual sport
  - C. Oversee the individual sports operation, including but not limited to: officials, eligibility, scheduling, conducting season ending tournament, purchasing of awards.



Northern Kentucky Middle School Athletic Association  
By-Laws and Handbook

**BY-LAW #11 – MEMBERSHIP AGREEMENT**

As a member of the Northern Kentucky Middle School Athletic Association \_\_\_\_\_ (school) agrees to the best of our abilities to abide by all components of the Northern Kentucky Middle School Athletic Association By-Laws. We understand that the purpose of the Northern Kentucky Middle School Athletic Association By-Laws are to ensure that member schools are participating in good faith in their attempts to compete against the fellow members of the association. The rules and conditions established within the By-Laws of the NKMSAA are not set up to restrict or punish a particular institution, rather to provide a fair and consistent environment for interscholastic competition.

This set of By-Laws, as developed by the board members of the Northern Kentucky Middle School Athletic Association, has been introduced and approved by the member school. With this approval, the member school agrees to comply with all components of the By-Laws and if found in violation, agrees to follow the recommendations and/or sanctions as imposed by the Commissioner and members of the Board of Directors of the NKMSAA. This annual approval is required for admission into the Northern Kentucky Middle School Athletic Association.

Athletic Director: \_\_\_\_\_ Date: \_\_\_\_\_

School Principal: \_\_\_\_\_ Date: \_\_\_\_\_

School Site Based Decision Making Council: \_\_\_\_\_ Date: \_\_\_\_\_

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